

**NOTIFICATION TO COUNTY MAYOR OF COMMITTEE MEETING BY MEMBERS
OF MAURY COUNTY COMMISSION**

The Budget Committee met on Tuesday, April 12, 2016 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present:

DAVIS BURKHALTER, SONNY SHACKELFORD, TOMMY WOLAVER, STEWART PARKER, DONNA COOK, GWYNNE EVANS

OTHERS PRESENT: Gerald Adkison, Ronnie Attkisson, Talvin Barner, Don Morrow, Terry Potts, Eric Previti, William (Tot) Roddy, Ricky Sims, Gary Stovall, Scott Sumners, Linda Whiteside, Mayor Norman, Theresa Weber, Daniel Murphy, and Media.

MINUTES OF MEETING

I. CALL TO ORDER:

Chairman Burkhalter called the meeting to order and took roll call with all Budget Committee members present.

II. OPENING PRAYER:

Commissioner Cook offered the opening prayer.

III. REVIEW & APPROVAL OF MEETING AGENDA:

Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. All in favor. Motion Approved 6-0.

IV. REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Evans. There were no lights. All in favor. Motion Approved 6-0.

V. COUNTY MAYOR REPORT :

The Mayor did not have a report.

VI. FINANCIAL REPORTS:

A. Investment Report- Director Weber stated the Investment report started on page 15 of the packet. Director Weber stated that Year to Date so far is \$309,563.00 in the Interest Earned and it appears that next year Director Weber has brought it up to \$315,000.00. There were no lights.

B. Sales Tax Report- Director Weber stated that she had not got the April numbers in yet but Year to Date from last year to this year the County is up \$24,691.00 and Director Weber stated if it keeps going the same way there will be more revenue than what they thought at the end of the year. There were no lights.

C. 2015/2016 Revenue & Expense Report- Director Weber stated it started on page 20 of the packet. Director Weber stated on the 101 fund with the line items for the revenue

Director Weber pointed out on Account 40270 Business Tax it is expected to get to about \$1,000,000.00 by the end of the year. Director Weber stated building permits are up. Director Weber pointed out the Work Release Board is still down. Director Weber stated she will get with Nathan Johns and find out why. Director Weber stated overall everything looks pretty good. Director Weber stated the revenue this year compared to last year month to date was down about \$496,000.00. Director Weber moved on to the expenditures on page 22. Director Weber stated that 55900 Other Public Health and Welfare and Director Weber wanted everyone to know that is the Mt. Pleasant sewer. Director Weber stated on Other Charges 58400 there is a negative \$41.04 Director Weber stated that is a correction and will end up washing out. There were no lights. Director Weber moved on to the 122 Fund. Director Weber stated even though the revenue is up the overall deficit is lower than last year. There were no lights. Director Weber moved on to Adequate Facilities 125 Fund. Director Weber stated the Adequate Facilities is up quite a bit because the County did get the Tile money. Director Weber stated the amount was \$225,000.00. Director Weber stated she had not received the final invoice on the Maintenance Building to pay for that. Commissioner Parker wanted to let everyone know the new Building Inspector was actually instrumental in the County getting paid from the Tile Company. There were no lights. Director Weber moved on to the 131 Fund. Director Weber stated the 131 fund looked pretty good. There were no lights. Director Weber moved on to the 151 Fund. Director Weber stated this year through March the County has received \$9,813,372.00 and Director Weber stated this has to do with the 8 ½ cents. Director Weber stated compared to last year at 8.5 the County is up 8 ½ cents. There were no lights. Director Weber moved on to the 176 Fund. Director Weber stated just as a reminder that on 49800 that was an audit adjustment and the expenditures are high but Mr. Boshers is using up some fund balance that he is using up for street maintenance. There were no lights. Director Weber moved on to the 189 Fund. Director Weber stated revenue is coming in like it is supposed to. Director Weber moved on to the 207 Fund. Director Weber stated that everything looked reasonable to her. There were no lights. Director Weber moved on to the 261 Fund. Director Weber stated Central Maintenance's surplus was up quite a bit from last year. There were no lights.

- D. 2015/2016 Supplemental Report of Expenditures (Attachment)** Director Weber stated this is on page 32 of the packet of the 101 Fund. Director Weber stated Other Boards and Committees have had more meetings so they have been paying for that. Director Weber stated on the District Attorney General, Director Weber stated they will probably be asking for a budget amendment by the end of the year because of the cost of the autopsies have gone up and travel has gone up. Director Weber stated this begins on page 45 of the packet. There were no lights. Director Weber stated on 54160 the Sexual Offender Registry that is up and Director Weber stated they get revenue in to offset that. Director Weber moved on to 55900 Other Public Health and Welfare. Director Weber stated that is the Mt. Pleasant Sewer and the County gets reimbursed on that grant. Director Weber moved on to 58600 Director Weber stated the reason this one went over is because the County had to pay \$15,000.00 prepayment for our new dental plan. There were no lights. Director Weber moved on to the 122 Drug Fund. Director Weber stated it is lower than what she thought it would be at this time. There were no lights. Director Weber moved on to the 125 Fund. Director Weber stated the General Administrative is low. Director Weber

moved on to the 131 Fund. Director Weber stated everything looked good. There were no lights. Director Weber moved on to the 151 Fund. Director Weber stated she hoped she could shift some money by the end of the fiscal year hopefully she can shift funds for two of the line items that are low. Director Weber stated she has to wait to do the QSCB. There were no lights. Director Weber moved on to the 176 fund. Director Weber stated on the Miscellaneous the Trustees Commission which was not budgeted for in the 176 fund. Director Weber stated they will end up doing a budget amendment there. There were no lights. Director Weber moved on the 189 Fund. Director Weber stated on 52600 Data Processing that is for the voting machines and nothing has been done on that yet. Director Weber stated she had paid for the library's 12 new laptops and a 3 D printer. Director Weber stated on Other Charges that would be the Trustee's fee. There were no lights. Director Weber moved on to the 207 Fund. Director Weber stated he is within range on everything. There were no lights. Director Weber moved on to the 261 Fund. Director Weber stated that Mr. Bolton's expenditures are down a little bit but part of that has to do with Mr. Bolton not having a mechanic. There were no lights.

E. Cash Report by Budget Director (Attachment) Mr. Lukonen stated that cash has been dwindling down since they received all the money in February. Mr. Lukonen stated they had hit the peak so the cash balance is at the end of March and the money is leaving the schools a little faster. There were no lights.

F. Payroll Report: Overtime Holiday Excess Pay /Comp. Time (See Attached) Mr. Lukonen stated the County is \$36,000.00 below last year's overtime payouts. Director Weber stated she wanted to point out the Sheriff's/Jail overtime is down \$43,956.00. There were no lights. Mr. Lukonen stated the Comp. Time is up. Mr. Lukonen stated the County earned more than they used this month by 1,100 hours and that increased the Comp. time liability by \$19,504.00 and Mr. Lukonen stated this was the exact opposite of last month. Mr. Lukonen stated the bulk of the increase was for the SRO officers in the amount of 551 hours and the Sheriff's Department of 387 hours.

G. Remaining Building Improvements Funds from 2014 Bond Issue-Mr. Lukonen stated the County did two large resolutions last month to earmark all of the funds. Mr. Lukonen stated they are hoping that all of the estimates come in at what they were or below because there is a very small cushion. Mr. Lukonen stated there are Open Purchase Orders of \$62,000.00 and there is \$290,506.00 left that will be assigned by Purchase Orders or paid out within the next few months on the projects that were set up last month. There were no lights.

VII. Purchasing:

A. Completed Bids by Purchasing Agent (Attachment) Purchasing Agent Harlan asked if anyone had any questions on the Completed Bid schedule. There were no lights.

B. Schedule Bid Openings by Purchasing Agent (Attachment) Purchasing Agent Harlan asked if anyone had any questions on the Schedule Bid Openings. Purchasing Agent

Harlan stated the Bid Invitation on the voting equipment system for the commission room is built and Purchasing Agent Harlan is waiting on some technical aspects to go into the description and as soon as he gets that he can input that and send it out that day.

Commissioner Cook asked if there was a schedule yet on closing Purchase Orders or a date. Purchasing Agent Harlan stated that around the first part of May or mid May he will send out the first of a series of e-mails out to the departments. Purchasing Agent Harlan stated around the second week of June is when they will cut everything off unless it is an absolute emergency. There were no lights.

C. Gov-Deals List by Purchasing Agent (Attachment) Purchasing Agent Harlan stated there were two surplus items that were from the Jail. Purchasing Agent Harlan stated the amount was \$590.00 and this money was put back in the 189 Fund. There were no lights

D. Capital Expenditures by Purchasing Agent (Attachment) Purchasing Agent Harlan stated during this time of the year as far as the 189 fund goes from a Purchase standpoint the money is either obligated or will be obligated before the end of the month. There were no lights. Purchasing Agent Harlan made an announcement that Susan Travis in his office has turned in her notice to retire. Mrs. Travis has been a County employee for 41 years. Purchasing Agent Harlan stated they will have a going away reception on July 8, which will be her last day. It will be from 2-4 p.m. Purchasing Agent Harlan stated he would like to be able to hire somebody and get trained before she leaves. Purchasing Agent Harlan stated he could come up with some more detailed information by next month.

VIII. Delegations

IX. Resolutions

- A. Res. No. 04-16-20-Resolution Amending 2015/2016 Health Department Budget.** Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.
- B. Res. No. 04-16-21-Resolution Approving Solid Waste Budget Amendment for The Convenience Center Paving.** Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Evans. There were no lights. All in favor. Motion Approved 6-0.
- C. Res. No. 04-16-22-Resolution Amending 2015-2016 Drug Fund Budget Regarding Insurance Recovery on a Vehicle.** Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.
- D. Res. No. 04-16-23-Resolution Amending 2015/2016 Sheriff's Dept. Budget Regarding Insurance Recovery on a Vehicle.** Commissioner. Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.

- E. Res. No. 04-16-24**-Resolution Approving Purchase of An Exhaust Fan and Amending 2015/2016 Animal Shelter Budget. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Cook. Chairman Burkhalter stated the City will reimburse the County half of the money. There were no lights. All in favor. Motion Approved 6-0.
- F. Res. No. 04-16-25**-Resolution Approving Lead Equipment Mechanic Pay Rate for Central Maintenance. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Shackelford. There were no lights. All in favor. Motion Approved.
- G. Res. No. 04-16-28**-Resolution Requesting Credit Transfers for 2014 Delinquent Taxes, 2014 Delinquent Supplement Taxes, and 2014 Delinquent Public Utility Taxes. Commissioner Evans made motion to Approve. Seconded by Commissioner Cook. Commissioner Shackelford stated this was about half of what was turned over to the Tax Attorney in just year over year. County Attorney Murphy stated that last year it was a little over \$700,000.00 and before that it was \$900,000.00 and it is steadily going down. There were no lights. All in favor. Motion Approved 6-0.
- H. Res. No. 04-16-29**-Resolution Amending 2015-2016 Maury County Register of Deeds Office Budget. Commissioner Cook made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.
- I. Res. No. 04-16-30**-Resolution Approving Budget Amendment For the Tennessee Department of Economic and Community Development Block Grant For The Benefit of the City of Mt. Pleasant. Commissioner Cook made a motion to Approve. Seconded by Commissioner Shackelford. There were no lights. All in favor. Motion Approved 6-0.
- J. Res. No. 04-16-31**-Resolution Amending the Maury County Archives Budget. Commissioner Evans made a motion to Approve. Commissioner Shackelford seconded. There were no lights. All in favor. Motion Approved 6-0.
- K. Res. No. 04-16-32**-Resolution Amending 2015/2016 Drug Fund Budget Regarding Insurance Recovery on a Vehicle. Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.
- L. Res. No. 04-16-33**-Resolution Amending 2015/2016 Parks Department Budget for the 2012/2013 Local Parks and Recreation Fund Grant. Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.
- M. Res. No. 04-16-34**-Resolution Amending 2015-2016 School General Purpose Budget. Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Wolaver. Chairman Burkhalter asked Dr. Burkins if she knew the balance on the Unassigned Fund Balance. Dr. Burkins stated as of March 31, there was \$12,100,000.00. There were no lights. All in favor. Motion Approved 6-0.

N. Res. No. 04-16-35-Resolution Amending General Fund Account for Expenses for Bear Creek Fire Station. Commissioner Cook made a motion to Approve. Seconded by Commissioner Evans. Commissioner Parker asked if these funds have to be spent at this point. Director Weber stated they have already been expended. They are just putting them in the right fund balance. There were no lights. All in favor Motion Approved 6-0.

X. New Business:

XI. Old Business

A. Minimum Fund Balances- Director Weber stated what they came up with on 2012/2013 was approximately an average fund balance of \$5,200,000.00 and for 2013/2014 was approximately \$6,481,404.52 for 2014/2015 there was a three year average of \$6,253,413.77 and for 2015/2016 the three year average would come out to \$6,416,469.23. Director Weber stated her suggestion would be that the County have at least a \$6,000,000.00 fund balance all the time in the 101 fund. Director Weber stated to have at least 20% of the County's expenditures and her suggestions is for \$6,000,000.00. Director Weber stated on the 151 fund that has to be at least one year's debt payment so that runs around \$10,000,000.00. Director Weber stated she will be doing worksheets on that and as soon as she gets that done she will get that out to the commission. Chairman Burkhalter asked Director Weber in the 101 Fund was that \$6,000,000.00 unassigned. Director Weber replied yes. County Attorney Murphy stated his recommendation would be to let Director Weber and himself talk with Ashley McAnulty and let him review it and the policy and let him see how that would impact Maury County bond rating wise. County Attorney Murphy stated it needs to be looked at closely and probably discussed at the Department Head meeting. Commissioner Shackelford stated he would like to have some time to study it. Commissioner Parker asked County Attorney Murphy and Director Weber to ask Mr. McAnulty if there is a number that the rating agencies are looking at. Commissioner Cook stated she would like to make note and make comment that the GFOA certification process as a county will increase the bond rating or increase the county's rating moving forward as well. There were no lights.

B. GFOA- Director Weber stated she met with Patti Amorello with the City and for the next budget season Director Weber has to put in for the County Commission to be a member of the GFOA and the cost is around \$250.00. Director Weber stated she would add a line item for membership and that will be in the next fiscal year. Director Weber stated she will be getting on with that after the budget process.

XII. Announcements


A. County Commission Regular Meeting, Monday April 18, 2016 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex. Public Hearing will take place before the Commission meeting at 6:00 P.M.

- B. Commissioner Shackelford announced that Elaine has given him copies of the Special Called Full Commission meeting minutes and a list of the commissioners that asked for those paper copies and Commissioner Shackelford will put those on their desk.
- C. Director Weber stated she had e-mailed everyone a Capital Project book and the Non-Profit Book and the Water Company request for this year. Director Weber stated she also gave a handout on what will be discussed tomorrow at the Special Called Budget meeting. Director Weber stated the Special Called Budget meetings start tomorrow April 13, at 4:30 P.M.

XIII. Adjournment:

- A. Motion was made to adjourn at 5:39 P.M.

APPROVED 
Charlie Norman, Jr., County Mayor

SIGNED 
Davis Burkhalter, Budget Committee Chairman

